

AGENDA
STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Tuesday, August 17, 2021, 1:00 p.m.

Stillwater County Library
27 North 4th Street, Columbus, MT 59019

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The meeting was called to order at 1:00 p.m.

Members Present: Linda Halstead-Acharya, Chair; Angie Osborne; Co-Chair; Kathleen Ralph, Lynda Grande, and Joan Brownell were present from the Board. Jennifer Reed, Secretary was present.

1. Welcome New Board Member: Joan Brownell
2. Approval of Minutes – July 17, 2021 – Kathleen moved to approve the minutes as written. Angie seconded. Motion passed.
3. Communications
 - a. The Montana State Library emailed a survey regarding Federation needs and assets. The Board requested that Jennifer write survey responses, then send them to the Board for additions and/or edits.
 - b. The next FCIP meeting, which is supposed to cover details of the Law & Justice Center, will be Thursday, September 9th, 8:30-10:30.
 - c. We received notification that we have been awarded a \$10,000 SHARP Grant from Humanities Montana. The board discussed how best to use the funds. Jennifer will recommend a spending plan to properly equip the conference room, purchase hot spots, and build offices.
4. Financial reports
 - a. A budget amendment will need to be provided to Joe for distribution of grant funds. Also, Jennifer will check on adding a line item to our budget for the credit card expense (if we are allowed to have one).
 - b. The budget committee (Linda, Lynda, & Jennifer) will work on a spending plan for the SHARP Grant to be given to Joe for the budget amendment.
 - c. A yellow sheet transitioning Jennifer from nonexempt to exempt will be submitted once the library is fully staffed.
5. Library Director's Report – See attached. Jennifer will locate a plumber who can fix the urinal.
6. Unfinished Business:

- a. Hiring Update
 - i. Potential Board Vote on New Library Clerk(s) and Youth Programs Coordinator – Lynda moved to make an offer to hire to Lauren Johnson. Joan seconded. Motion passed.
 - b. Complete Resolution – Signed by all and ready to be submitted.
 - c. Set Board Meeting Time/Day for the Fiscal Year – Meetings will continue to be the second Tuesday of the month at 1:00.
 - d. Foundation – Bylaws and Next Steps – Discussion ensued regarding potential Foundation members. Each Trustee has identified people to call. Sample bylaws will be given to the Foundation members.
7. New and Miscellaneous business:
- a. Agenda: Labor Day closure Saturday, September 4th and Monday, September 6th - Kathleen moved to close Saturday, September 4th. Lynda seconded. Motion passed. The library will also be closed for the county holiday on Labor Day, Monday, September 6th.
 - b. Increased Covid cases and masking in the library – Hand sanitizer and masks will be available for patrons. Staff will ask patrons in masks if they would be more comfortable if masks were worn when they are in proximity at the library. Air purifiers will continue to run 24/7.
8. Announcements
- a. Association of Rural and Small Libraries early bird conference registration is going on through August 17th. They have a virtual option for \$50 for the October 20-23 conference. The schedule can be found at <https://www.arsl.org/2021-conference-schedule>.
 - b. The South Central Federation Meeting will be held September 11, 10:00 in Red Lodge. Kathleen has requested that all who can attend do so.
9. Adjournment – The meeting was adjourned at 2:31 p.m.
- Next Meeting Tuesday, September 14th at 1:00 p.m.
- To Do:
- Jennifer to update Trustees contact sheet
 - Jennifer to send Joan the Trustees calendar, the mission statement, and updated policies.
 - Jennifer to contact Joe regarding the IT contract.
 - Jennifer to look into the library shifting to Amazon Prime and possibly obtaining its own credit card.
 - Jennifer to write an article for the SCN highlighting curbside service and Covid safety measures taken.
 - Trustees to identify and contact Foundation candidates.
 - The budget committee will complete a spending plan for the SHARP Grant to be submitted to Joe for the budget amendment.

- Jennifer to locate a plumber to address the leaking urinal.